

## INTERNAL RULES OF STAFF ASSOCIATION PROMETHEUS

These Internal Rules have been approved by the General Meeting held on 28 May 2021.

### DUTIES OF THE BOARD

#### ARTICLE 1

The duties of the Board include implementing the activity plan of the Association and the resolutions of the General Meeting. The Board is accountable for its policies to the General Meeting. Board members may not be remunerated for their services and they may not undertake paid work for or supply goods or services to the Association without the consent of the General Meeting of Members. The Board members are rewarded for their services with a dinner together with those who have been elected as honorary members and members of merit in the year in question. Costs and expenses incurred by the Board on behalf of the Association, such as travel expenses, will be reimbursed by the staff association on the basis of the rates applying within Delft University of Technology.

#### ARTICLE 2

1. The Chair is, in principle, the first point of contact of the Association to deal with important issues and, as such, is therefore also its spokesperson. The following provisions apply:
  - a. The duties of the Chair include chairing the meetings and promoting unity and harmony among Board members and members of the Association.
  - b. If the Chair is prevented from performing his duties, he will request one of the other Board members, in consultation with the other Board members, to deputise for him.
  - c. If one of the Board members is unable to perform his duties, the Chair or another Board member to be designated by mutual agreement will deputise for him.
2. The Secretary's responsibilities include:
  - a. conducting the correspondence of the Association in consultation with the other Board members. This also includes archiving incoming documents and copies of outgoing documents and other records of the Association;
  - b. maintaining the membership records;
  - c. sending out Board announcements, announcing General Meetings and other meetings, preparing the attendance list and keeping the minutes of Board meetings, General Meetings and meetings with third parties; presenting the minutes of the General Meeting to the next meeting for approval;
  - d. preparing the annual report of the Association, which will be submitted to the General Meeting for approval.
  - e. If the duties described in clauses (a) to (d) of Paragraph 2 are performed by the policy assistant, the Secretary must oversee the performance of those duties and the Secretary remains ultimately responsible.
3. The Treasurer is responsible for:
  - a. the collection, receipt and management of funds and goods;
  - b. the management of the finances and the handling of financial matters;
  - c. the preparation of the annual financial report, i.e. the financial statements (balance sheet, statement of income and expenditure) and the budget, both accompanied by explanatory notes;
  - d. the convocation of the audit committee.
  - e. If the duties described in clauses (a) to (d) of Paragraph 3 are delegated to the policy assistant, the Treasurer must oversee the performance of those duties and the Treasurer remains ultimately responsible.
4. The entire Board is ultimately responsible for the programme of activities which serves or may serve the achievement of the object of the Association. The secretariat of the Association, headed by the policy assistant, is responsible for setting up and developing this programme.

### BOARD MEETINGS

#### ARTICLE 3

Board meetings are convened by the Chair subject to five working days' notice. The Chair determines the venue, date and time of the meeting. In urgent cases the Chair may decide to reduce this notice period to three working days.

As a rule, the Board meets once a month or whenever the Chair considers a meeting necessary.

**ARTICLE 4**

1. Valid resolutions may be passed at a Board meeting only if at least half of the Board members (rounded up in the case of an odd number of Board members) are present.
2. If this is not the case, the Board will hold another meeting within 14 working days. At that meeting resolutions may be passed by a majority vote regardless of the number and status of the Board members who are present.

**ARTICLE 5**

If outgoing letters from a Board member entail financial or other significant obligations for the Association, such letters must be approved by two Board members.

**ARTICLE 6**

In the performance of its duties, the Board will make as much use as possible of the facilities granted to the Association by the Executive Board of Delft University of Technology.

**BOARD CHANGE****ARTICLE 7**

At least one Board member retires each year in accordance with the retirement schedule established and maintained by the Board. It is not desirable for the Chair, Treasurer and/or Secretary to retire at the same time.

**GENERAL MEETINGS****RULES OF PROCEDURE****ARTICLE 8**

Attendance at the General Meeting is possible only on presentation of the membership card, unless the Board decides otherwise in individual cases.

**ARTICLE 9**

No one may speak at the General Meeting without the permission of the Chair. The Chair may refuse to give this permission, for example if a member misbehaves at the General Meeting by word or deed, in which case the Chair may also decide to exclude such member from the remainder of the meeting.

**ARTICLE 10**

In the event of serious disorderly conduct at the General Meeting, the Chair will suspend or close the meeting.

**CONVENING THE MEETING****ARTICLE 11**

In the months of July and August, no General Meetings are convened on the initiative of the Board. In very urgent cases, the Board may decide to derogate from this rule.

**NOMINATION OF CANDIDATES****ARTICLE 12**

The Board and those who have the right of admission to the General Meeting may nominate candidates for Board positions up to 7 working days before the meeting.

A nomination is valid only if the Board has established that the candidate:

- a. has been informed of what is expected of him in his position;
- b. has declared himself willing to accept the position if elected;
- c. has discussed any necessary limited use of working time with his line manager.

**DECISION-MAKING****ARTICLE 13**

1. Members must submit proposals of their own or amendments to proposals listed in the agenda to the Board in writing no later than five working days, or in urgent cases no later than three working days, before the General Meeting.
2. No resolutions may be passed on proposals or amendments submitted at shorter notice or at the General Meeting itself, unless the Board places such a proposal on the agenda. This may be done only with the consent of the General Meeting for compelling reasons, such as matters of urgent interest. A resolution to that effect must be passed by a two-thirds majority of the valid votes cast.

3. Motions may be moved at the meeting. The Board may formulate comments and recommendations concerning such motions, which may then be submitted for discussion. The Board may then put a motion to the vote.

**ARTICLE 14**

The General Meeting determines the amounts of the membership fee and the donor contribution on the Board's recommendation.

**PAYMENT OF MEMBERSHIP FEES AND DONOR CONTRIBUTIONS****ARTICLE 15**

1. Membership fees payable by regular members who are in the employment of Delft University of Technology are paid by deduction from their monthly salary.
2. Members who are not in the employment of Delft University of Technology must pay their membership fees annually by direct payment to the secretariat of Prometheus or through the body (for example TPD) representing them.
3. In case of annual payment, the membership fee or donor contribution must be paid before 1 April of any year, or within 3 months of the membership start date.

**NEWSLETTER****ARTICLE 16**

The newsletter is published by the Association for its members and donors on a monthly basis if possible. The editorial team reserves the right, in consultation with the Board, to shorten or edit articles submitted, while preserving their tenor. Publication of an article may also be refused if the Board is of the opinion that it is contrary to the Association's interests.

The newsletter contains articles that can contribute to the achievement of the Association's goals and objectives.

**EVENTS****ARTICLE 17**

The Board may grant permission to individual members as referred to in Paragraphs 2 to 5 of Article 8 of the Constitution to allow guests to participate in events organised by the Association, subject to such conditions as the Board will determine.

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